



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 231023
SCHOOL/OFFICE: Open College	CLASSIFICATION: U2
DIVISION/STRAND: Program Development & Production	POSITION TITLE: Instructional Designer
BRANCH: UPNG Open College HQ	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: U3 – Senior Instructional Designer
SECTION: Program Development & Production	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: U1 – Trainee Instructional Designer
LOCATION: Sir Alakan Tololo building, Waigani, Main campus, UPNG	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Instructional Designer is responsible for the designing and the development of learning and practicing experiences in course materials/contexts. The goal of the Instructional Designer is to facilitate learners in acquiring knowledge, skills and competences in an effective and appealing manner.

MAJOR DUTIES

1. Create engaging learning activities and compelling course content that enhances retention and transfer.
2. Work with Subject Matter Expert (SME) and identify target audience's training needs.
3. State instructional end goals (course objectives) and create content that matches them.
4. Visualize instructional graphics, the user interface and finished product.
5. Conduct instructional research (Action Research) and analysis and professional development.
6. Apply tested instructional design theories, practice and methods to course development.
7. Suggest exercises and activities that enhance the learning process in learners.
8. Ability to create or work with Subject Matter Experts (SME) to create supporting material / media (audio/video, simulations, role plays, games etc.)
9. Decide on the criteria to judge learner's performance and develop assessment instruments.
10. Write effective copy, instructional text and audio scripts/video scripts.
11. Participate in conducting (on the job) In-Service training.
12. Provide coaching for other Instructional Designers.
13. Participate in Course Writing Workshops.
14. Contribute to improving the Style Manual (Guide).

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. Under graduate degree from a recognized University preferably in instructional design, Education Technology or related field.
2. 3+ years' experience as an Instructional Designer.
3. Good writing and editing skills.
4. Is working towards obtaining a master's degree in distance education or related field.
5. Previous experience in a Higher Education environment preferred.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Proven working experience in instructional design and with instructional technology.
2. Excellent knowledge of learning theories and instructional design models.
3. Lesson and curriculum planning skills.
4. Solid knowledge of course development software and at least one learning Management System (LMS), preferably MOODLE.
5. Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard.
6. Ability to write effective copy, instructional text, audio scripts/video scripts.
7. Demonstrate project management skills in the development of content print mode and online courses, with capacity to scope realistic projects, meet timeframes and deliver outcomes.
8. Demonstrated ability to work independently.
9. Knowledge of the UPNG Code of Conduct.

PHYSICAL REQUIREMENTS

1. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
2. May be required to accomplish job duties using various types of equipment and resources to include but not limited to pens, pencils, calculators, computers, keyboards, telephone, printers, etc.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS